STU-III AWARENESS
(Place this card under your normal administrative telephone)

When should you use a STU-III?
- **Always when discussing classified, or sensitive-unclassified information**

General steps for using a STU-III:
1. Locate the crypto-ignition key (CIK).
2. Clear the area of all personnel who do not have a proper level of clearance AND a need to know.
3. Insert the CIK into the STU-III and turn one-quarter turn clockwise.
4. Dial the STU-III terminal you want to call.
5. Verify the site called in the display window of the terminal.
6. Press the SECURE button to begin discussing classified information. (Note: other models may have a different button for secure mode)
7. After discussing classified information, press the CLEAR button to return to unsecure mode.
8. After completing the call, remove the CIK and return to its storage location.

Important precautions that will prevent a COMSEC incident:
- Do not leave the CIK in the STU-III overnight (except 24-hour workcenter or area approved for open storage of classification of STU-III
- Watch for unauthorized persons making secure calls on STU-III terminals

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Have the following information for the nearest STU-III available and current in case of a need to discuss classified information.

STU-III Location: _____

STU-III Phone number: _____

STU-III Classification level: _____

CRO/SRO Name: _____

CRO/SRO Phone number: _____

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